



**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
 (hereinafter referred to as the Division)

Agency Ref. #: TANF2502  
 Budget Account: 3230  
 GL / Category: 8795 / 19  
 Job Number: 9355823  
 SubOrg: \_\_\_\_\_

**NOTICE OF SUBAWARD**

<b>Program Name/Source of Funds</b> Eligibility and Payments Unit Temporary Assistance for Needy Families, Emergency Assistance Program, Division of Welfare and Supportive Services, Contact Name: Tonya Stevens / <a href="mailto:tstevens@dwss.nv.gov">tstevens@dwss.nv.gov</a>	<b>Subrecipient's Name:</b> Washoe County Human Services Agency Contact Name: Ida Peeks <a href="mailto:HSA-GrantsTeam@washoecounty.gov">HSA-GrantsTeam@washoecounty.gov</a>
---	---

<b>Address:</b> 1470 College Parkway, Carson City, NV 89706	<b>Address:</b> 350 S. Center Street Reno, NV 89501
---	---

<b>Subaward Period:</b> July 1, 2024 through June 30, 2025	<b>Subrecipient's:</b> EIN: <u>88-6000138</u> Vendor #: <u>T40283400A</u> Unique Entity ID#: <u>GPR1NY74XPQ5</u>
---	---

**Purpose of Award:** The purpose of this sub-award is to provide funding from the Temporary Assistance for Needy Families (TANF) Block Grant for the implementation and continuation of the Emergency Assistance Program services through Washoe County to serve children and their families. Through the Washoe County Human Services Agency (WCHSA) and community partnerships, the goal of Washoe County is to efficiently address immediate safety concerns and lessen barriers by making accessible a broad array of prevention support services in a community-based setting, such as behavioral health, day care, transportation, and job-find assistance, which add the key components to reduce the number of children that must be placed outside their homes.

**Region(s) to be served:**  Statewide  Specific county or counties: Washoe County

<b>Approved Budget Categories:</b>		<b>FEDERAL AWARD COMPUTATION:</b>	
1. Personnel	<b>\$1,459,075.00</b>	Total Obligated by this Action:	\$ 1,587,817.00
2. Travel	<b>\$0.00</b>	Cumulative Prior Awards this Budget Period:	\$ 0.00
3. Operating	<b>\$0.00</b>	Total Federal Funds Awarded to Date:	\$ 1,587,817.00
4. Equipment	<b>\$0.00</b>	Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
5. Contractual / Consultant	<b>\$0.00</b>	Amount Required this Action:	\$ 0.00
7. Training	<b>\$0.00</b>	Amount Required Prior Awards:	\$ 0.00
8. Other	<b>\$0.00</b>	Total Match Amount Required:	\$ 0.00
<b>TOTAL DIRECT COSTS</b>	<b>\$1,459,075.00</b>	<b>Research and Development (R&amp;D)</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
9. Administrative / Indirect Costs	<b>\$128,742.00</b>	<b>Federal Budget Period:</b>	
<b>TOTAL APPROVED BUDGET</b>	<b>\$1,587,817.00</b>	July 01, 2023 through June 30, 2024	
		July 01, 2024 through June 30, 2025	
		<b>Federal Project Period:</b>	
		July 01, 2023 through June 30, 2024	
		July 01, 2024 through June 30, 2025	

**FOR AGENCY USE, ONLY**

<b>Source of Funds:</b>	<b>% Funds:</b>	<b>CFDA:</b>	<b>FAIN:</b>	<b>Federal Grant #:</b>	<b>Federal Grant Award Date by Federal Agency:</b>
Administration for Children & Families – Temporary Assistance for Needy Families (TANF) Block Grant	100%	93.558	2301NVTANF	2023G996115	10/19/2022

**Agency Approved Indirect Rate:** Not Applicable

**Subrecipient Approved Indirect Rate:** 12%

- Terms and Conditions:** In accepting these grant funds, it is understood that:
- This award is subject to the availability of appropriate funds.
  - Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
  - Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented within Sections B and C of the Incorporated Documents.
  - Subrecipient must comply with all applicable Federal regulations.
  - Financial Status Reports and Requests for Funds must be submitted quarterly as specified in Section C of the Incorporated Documents, unless exceptions are provided in writing by the grant administrator.

<b>Incorporated Documents:</b>	Section D: Request for Reimbursement;
Section A: Grant Conditions and Assurances;	Section E: Audit Information Request;
Section B: Description of Services, Scope of Work and Deliverables;	Section F: Division Confidentiality Addendum
Section C: Budget and Financial Reporting Requirements;	

Ryan Gustafson, Agency Director <i>Washoe County Human Services Agency</i>	Signature <i>Ryan Gustafson</i>	Date 5/23/24
Tonya Stevens, Chief, Eligibility and Payments <i>Division of Welfare and Supportive Services</i>		6/20/24
Robert H Thompson, Division Administrator <i>Division of Welfare and Supportive Services</i>		

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**SECTION A**

**GRANT CONDITIONS AND ASSURANCES**

**General Conditions**

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department of Health and Human Services, Division of Welfare and Supportive Services (hereinafter referred to as Division) shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Recipient is an independent entity.
2. The Division or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Division or Recipient from its obligations under this Agreement.
  - The Division may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Division and Recipient.
3. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Division. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Division, become the property of the Division, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
  - The Division may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Division may declare the Recipient ineligible for any further participation in the Division's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Division may withhold funding.

**Grant Assurances**

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. All reports for expenditures and requests for reimbursement processed by the Division are subject to audit.
  - If all documentation requested as part of Subrecipient monitoring activities is not received in a timely manner and if the Subrecipient fails to adequately explain that lack of cooperation with the monitoring activities, subsequent reimbursement payments may be withheld.
6. Compliance with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as amended, and Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, (29 U.S.C.794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); as amended, and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
7. Compliance with Title II and Title III of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, by the ADA Amendment Act of 2008 (42 U.S.C.12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36), Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq); and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
8. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular.  
**To acknowledge this requirement, Section E of this notice of subaward must be completed.**

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

10. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).
11. No funding associated with this grant will be used for lobbying.
12. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
13. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
14. An organization receiving grant funds through the Nevada Department of Health and Human Services shall not use grant funds for any activity related to the following:
  - Any attempt to influence the outcome of any federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or a similar activity.
  - Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative, or similar procedure.
  - Any attempt to influence:
    - The introduction or formulation of federal, state, or local legislation; or
    - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
  - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
  - Any attempt to influence:
    - The introduction or formulation of federal, state, or local legislation;
    - The enactment or modification of any pending federal, state, or local legislation; or
    - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, **by preparing, distributing or using** publicity or propoganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
  - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
  - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
15. An organization receiving grant funds through the Nevada Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
  - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
  - Not specifically directed at:
    - Any member or employee of Congress, the Nevada Legislature, or a local governmental entity responsible for enacting local legislation;
    - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
    - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the Subrecipient agrees to provide the Division with copies of all contracts, subawards, and or amendments to either such documents, which are funded by funds allotted in this agreement.

**Compliance with this section is acknowledged by signing the subaward cover page of this packet.**

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**SECTION B**

**Description of Services, Scope of Work and Deliverables**

**OVERVIEW**

As provided in the Social Security Act Title IV Section 404(a)(2) and CFR Title 45 Subtitle B Chapter II Part 263 Subpart B 263.11(a)(2), Nevada uses federal TANF funds for expenditures for which Nevada was authorized under prior law, as in effect on September 30, 1995. The Division of Welfare and Supportive Services (DWSS), hereinafter referred to as the Division, may contract with Washoe County Human Services Agency (WCHSA), hereinafter referred to as Subrecipient, to provide emergency assistance – primarily case management services and substitute care – to needy families and children for up to 120 days from child welfare agency involvement and prior to a determination that a child will remain in or return to the family home or requires permanent out-of-home placement. Family-based services are provided to alleviate the emergency situation to improve family functioning to prevent the permanent out-of-home placement of children.

Through this subaward, the Division will provide Federal funding from the Temporary Assistance for Needy Families (TANF) Block Grant in accordance with the Emergency Assistance to Needy Families guidelines for the implementation of the Emergency Assistance program through the Subrecipient and their established community partners.

**Eligibility Criteria for Emergency Assistance**

A family is eligible if all of the following conditions are met:

- An application is filed by a specified adult relative of a child, or where the parent or relative is absent or unwilling to apply on behalf of the child, the agency staff acting on behalf of the child may file the application; and
- A child is at risk of abuse or neglect or the child's situation is such that out-of-home care is likely because the family has insufficient resources to prevent out-of-home placement; and
- The child's family is receiving TANF, SSI, SNAP or Medicaid; or does not have cash available to provide needed emergency care or services, and the family's gross countable income for the month of application does not exceed 500% of the federal poverty level (FPL). A child's income alone is considered when the child's parents cannot be located, or they refuse to cooperate in supporting the child or applying for assistance and the emergency assistance is necessary to avoid destitution of the child or to provide living arrangements in an out-of-home placement.

*The Subrecipient and selected community partners, under this subaward, may provide services for the following Emergency Assistance Program covered emergencies:*

- Abuse, neglect, or abandonment of children;
- Children in emergency situations where continued presence in the home is not in the best interest of the child; or
- Children that are at risk of removal from the home because of abuse, neglect, or the inability of parents to provide care.

Family-based services are provided to alleviate the emergency situation and allow the child to remain in or return to the family's home. Such services may include family preservation services including non-medical counseling for the consumer and/or the parents, case management services, employment and training activities, and/or substitute care.

*The services covered may include:*

- Short-term (up to 120 days) substitute care for children in emergency situations where continued presence in the home is not in the best interest of the child;
- Family preservation services to improve family functioning to prevent the out-of-home placement of children including non-medical counseling, home-based crisis intervention, home management skills and employment and training activities;
- Direct family assistance services implementing, delivering, or maintaining Emergency Assistance program services affecting a child's emergency such as:
  - Shelter;
  - Residential, foster, or group care services;
  - Case management and family preservation services;
  - Non-medical psychological care services;
  - Non-medical counseling and community partner resources established through Washoe County;

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

- Program information; and
- Costs to screen and assess families in the child welfare system and develop and manage case plans.

Definitions:

- Family Preservation – an array of services – including non-medical counseling; home-based crisis intervention; home management, parenting and marriage skills; and employment and training activities – are provided to improve family functioning to prevent the permanent out-of-home placement of children.
- Case Management – casework services to help the family members resolve the emergency situation, including family assessment, planning and coordination of services.

The Subrecipient will ensure that the services covered follow the requirements listed below:

- Nonrecurring, short-term benefits, which are limited in scope, to meet basic needs, designed to deal with a specific crisis situation or episode of need, not intended to meet recurrent or ongoing needs, limited to a maximum duration of four (4) months, which must be authorized within a single thirty (30) day period.
- Family-based services which do not provide basic income support, or which alleviate an emergency situation and allow the child to remain in or return to the family's home, e.g., case management, non-medical counseling, peer support, childcare information/referral, transitional services, job retention, family preservation, job advancement, and other employment related services.
- Medical services and/or costs are not an allowable expense under the terms of this subaward.

Family-based direct program and community partnership services will be provided to alleviate the emergency situations and allow the children to remain in or return safely to their family home. The Subrecipient agrees to only provide such services that do not meet the definition of "assistance" as defined by the Department of Health and Human Services, Administration for Children and Families and which are outlined in the Code of Federal Regulations Title 45 Subtitle B Chapter II Part 260 Subpart A §260.31. The program will include the Subrecipient's in-house services for families and community partners that have been sub-contracted through the approved invitation to bid process in compliance with Washoe County Procurement policy.

## ACTIVITIES

The Subrecipient is responsible for the administration, management, and fiscal management for the Emergency Assistance Program as described above, which includes providing:

- eligibility and certification activities including initial and ongoing eligibility
- program management
- program integrity
- fiscal/budget management

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

The Washoe County Human Services Agency (WCHSA), hereinafter referred to as the Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**Scope of Work for Subrecipient**  
 (form amended 2.4.2021)

<b>Goal 1: Subrecipient shall implement Emergency Assistance Program services through investigation activities conducted by Human Services Case Workers.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool / Required Documentation</b>
1.1 Utilize Human Services Case Workers to implement Emergency Assistance Program services through investigation activities.	Human Services Case Workers will respond to incoming calls, complete investigation reports, provide crisis intervention and make referrals in support of the Emergency Assistance Program.	Screening, eligibility, and certification documents.	Throughout the term of the subaward. Completed by the end of each corresponding quarter.	Low-income (under 500% FPL) families with a child under the age of 18 experiencing an immediate/emergent episode of need.	Activities identified as investigation activities via responses from Random moment in time (RMTS) survey results or staff assigned as Intake Screeners.	Quarterly RMTS survey results or time card of Intake Screener staff.

<b>Goal 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool / Required Documentation</b>
2.1 Maintain Program Integrity.	Subrecipient agrees to permit authorized auditors and/or Division, state and federal personnel full access to: <ul style="list-style-type: none"> <li>• Program files</li> <li>• Business files</li> <li>• Accounting files</li> <li>• Case records</li> <li>• Applications</li> <li>• Verifications and related documentation required to determine initial and ongoing eligibility/certification for the program.</li> </ul>	Maintain program integrity and compliance through accurate and thorough programmatic record keeping.	Throughout the term of the subaward and/or upon audit.  All records for each quarter shall be completed by the end of each corresponding quarter.	Not applicable.	Not applicable.  Type text here	Any and all supporting documentation as requested by authorized auditors and/or state or federal Personnel, which may include but is not limited to: <ul style="list-style-type: none"> <li>• Program files</li> <li>• Business files</li> <li>• Accounting files</li> <li>• Case records</li> <li>• Applications</li> <li>• Verifications and related documentation required to determine initial and ongoing eligibility/certification for the program.</li> </ul>

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool / Required Documentation</b>
2.1 Maintain Program Integrity (cont..)	<ul style="list-style-type: none"> <li>• Reports of expenditures</li> <li>• Requests for reimbursement</li> <li>• Invoices and receipts of payment</li> <li>• Certified time-tracking documents when applicable</li> <li>• Provider files</li> </ul> <p>To monitor and/or audit the activities, procedures, cases and accounting records subject to this agreement.</p>					<ul style="list-style-type: none"> <li>• Reports of expenditures</li> <li>• Requests for reimbursement</li> <li>• Invoices and receipts of payment</li> <li>• Certified time-tracking documents when applicable</li> <li>• Provider files</li> </ul> <p>To monitor and/or audit the activities, procedures, cases and accounting records subject to this agreement.</p>
	<p>Within required timeframes, Subrecipient agrees to develop corrective action plans to rectify any exceptions noted in monitoring and/or audit reports that place any office out of compliance with this agreement, federal/state statutes or regulations.</p>	Approved Corrective Action Plan.	When applicable, as specified in written notification/request.	Not applicable.	Not applicable.	Any and all supporting documentation as requested by authorized state or federal personnel.
	<p>All books, records, reports and statements relevant to this subaward must be retained for a minimum of five (5) years after the federal award period ends.</p> <p>Retention time shall be extended when an audit is scheduled or in-progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.</p>	Complete and accurate books, records, reports and statements relevant to this subaward.	<p>Throughout the term of the subaward and for five (5) years after the Federal award period ends.</p> <p>Retention time shall be extended when an audit is scheduled or in-progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.</p>	Not applicable.	Not applicable.	Any and all supporting documentation as requested by authorized state and federal personnel.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool / Required Documentation</b>
2.1 Maintain Program Integrity (cont..)	Subrecipient agrees to have an approved system in place for addressing complaints or hearing requests and will maintain clear written policies for handling complaints/hearings and will further maintain all documentation, internal and external communications, action steps, and follow-up activities.	The following maintained documents: <ul style="list-style-type: none"> <li>• Written policies</li> <li>• Documentation</li> <li>• Internal and external communications</li> <li>• Action Steps</li> <li>• Follow-up Activities</li> </ul>	Throughout the term of the subaward and for five (5) years after the Federal award period ends. Retention time shall be extended when an audit is scheduled or in-progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.	Not applicable.	Not applicable.	Any and all supporting documentation as requested by authorized state or federal personnel.
	<p>Subrecipient agrees to submit billing claims quarterly (based on the State Fiscal calendar) to the Division no later than the 20th of the month following the end of each quarter that services were rendered with the following exception: April, May and June 2025 due by the 15th.</p> <p>A complete financial accounting of all expenditures shall be submitted to the Division within 30 days of the CLOSE OF THE SUBAWARD PERIOD (June 30, 2025).</p> <p>Any unobligated funds shall be returned to the Division at that time, or if not already requested, shall be deducted from the final award.</p>	<p>Accurate and thorough billing claims with all supporting documentation.</p> <p>Delinquent and/or inaccurate billing claims and supporting documentation may be subject to non-payment.</p>	<p>Billing claims for July, August and September are due: October 20<sup>th</sup></p> <p>Billing claims for October, November and December are due: January 20<sup>th</sup></p> <p>Billing claims for January, February and March are due: April 20<sup>th</sup></p> <p>Billing claims for April, May and June are due: July 15<sup>th</sup></p> <p>NOTE: Refer to Close of Subaward Period guidelines.</p>	Not applicable.	Not applicable.	<p>Complete and accurate billing claims and supporting documentation as required by this subaward, including:</p> <ul style="list-style-type: none"> <li>• Request for Reimbursement form</li> <li>• Billing Claim</li> <li>• Back-up Report</li> <li>• Transaction List including line-item descriptions of expenses incurred and documentation identifying the number of families/children served including the child's first and last name, date of birth, case number, placement location, dates of service, service(s) provided/activities performed and cost of qualifying service(s), if applicable.</li> </ul> <p>Required supporting documentation includes, but is not limited to:</p>



**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool / Required Documentation</b>
2.1 Maintain Program Integrity (cont..)	If a Request for Reimbursement is received after the 45-day closing period, the Division may not be able to provide reimbursement.					<ul style="list-style-type: none"> <li>• Cost Allocation Documents (Spreadsheets: Payroll Earnings by EE, Allocation Percentages, RMTS Results / Personnel Cost Allocation Methodology).</li> <li>• Payroll records per PCN</li> <li>• Time-tracking records per PCN certifying amount of time spent on TANF Emergency Assistance services only.</li> <li>• Invoices and receipts for all supplies and claimed expenses.</li> <li>• Invoices and proof of payment for contracted services</li> <li>• List of any new vendors/contractors added after execution of the subaward to include name of contractor, method of selection (including MSA Contract #), period of performance.</li> </ul>

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 3: The Subrecipient shall maintain controls for program funds and provide oversight of the program.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
3.1: Provide Programmatic Oversight.	The Subrecipient agrees to maintain adequate controls and documentation of expenditures in accordance with federal and state regulations and provide additional expenditure detail upon request from the Division.	Documentation of expenditures and back-up for expenditures claimed in accordance with federal and state regulations.	Throughout the term of the subaward and stored for five (5) years after the federal award period ends. Retention time shall be extended when an audit is scheduled or in-progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.	Not applicable.	Not applicable.	Review of Nevada Revised Statutes (NRS)/Nevada Administrative Code (NAC)/Code of Federal Regulations (CFR)/Social Security Act (SSA) for verification of compliance and any other requested documentation. Specifically, Code of Federal Regulations Title 45 Part 75, Part 95 Subpart A and G, Part 260 Subpart A, and Part 263 Subpart B, as well as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
	The Subrecipient agrees to comply with applicable sections regarding TANF Block Grant funding as outlined in state and federal statutes, regulations, and laws.	Reference documents to include NRS, NAC, CFR and SSA. Correspondence seeking guidance related to NRS, NAC, CFR and SSA if/when applicable.	Ongoing.	Not applicable.	Not applicable.	Review of NRS/NAC/CFR/SSA for verification of compliance and any other requested documentation. Specifically, Code of Federal Regulations Title 45 Part 75, Part 95 Subpart A and G, Part 260 Subpart A, and Part 263 Subpart B, as well as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
	The Subrecipient agrees to ensure and maintain quality control of data for the program.	Documented Quality Control policies/guidelines related to data.	Ongoing.	Not applicable.	Not applicable.	Verification of data analysis in comparison to previous year with any discrepancies identified and explained. If there are no discrepancies, report this information as well.
	The Subrecipient agrees to ensure and maintain quality control of program staff.	Documented Quality Control policies/ guidelines related to program staff.	Ongoing.	Not applicable.	Not applicable.	Records of any interventions, changes or disciplinary action taken in response to issues that arise. If no interventions, changes, or disciplinary actions have been taken in response to issues that arise, or if no issues have arisen, report this information as well.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 3: The Subrecipient shall maintain controls for program funds and provide oversight of the program.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
3.1: Provide Programmatic Oversight (cont.,)	<p>The Subrecipient agrees to ensure that all invoices on final reconciliation for dates of services during the subaward period are submitted to the Division timely.</p> <p>Any costs that cannot be substantiated by source documents or any costs which are not allowable costs as defined in Code of Federal Regulations Title 45 Part 75, Part 95 Subpart A and G, Part 260 Subpart A, and Part 263 Subpart B, as well as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards will not be allowed and will not be reimbursed.</p> <p>Any invoices submitted after the closing date may be subject to non-reimbursement.</p>	<p>Complete and accurate invoices.</p> <p>All required backup documentation.</p>	Within 30 days after the close of the subaward period or sooner.	Not applicable.	Not applicable.	<p>Complete and accurate billing claims and supporting documentation as required by this subaward, including:</p> <ul style="list-style-type: none"> <li>• Request for Reimbursement form</li> <li>• Billing Claim</li> <li>• Back-up Report</li> <li>• Transaction List including line-item descriptions of expenses incurred and documentation identifying the number of families/children served including the child's first and last name, date of birth, case number, placement location, dates of service, service(s) provided/activities performed and cost of qualifying service(s), if applicable.</li> <li>• Required supporting documentation includes, but is not limited to:</li> <li>• Cost Allocation documents (Spreadsheets: Payroll Earnings by EE, Allocation Percentages, RMTS Results / Personnel Cost Allocation Methodology) payroll records per PCN</li> <li>• Time-tracking records per PCN certifying amount of time spent on TANF Emergency Assistance services only.</li> <li>• Invoices and receipts for all supplies and claimed expenses.</li> <li>• Invoices and proof of payment for contracted services</li> <li>• List of any new vendors/contractors added after execution of the subaward to include name of contractor, method of selection (including MSA Contract #), period of performance.</li> </ul>

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 3: The Subrecipient shall maintain controls for program funds and provide oversight of the program.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
3.1: Provide Programmatic Oversight (cont.,)	The Subrecipient agrees to work with the Division's Eligibility and Payments Unit and Fiscal Unit to resolve any identified billing discrepancies.	Documented correspondence.  Billing documents requested by Division.	Within one (1) business day from notification of discrepancy.	Not applicable.	Not applicable.	Any supporting documentation as requested by the Division.
	The Subrecipient understands that administrative costs are not part of this subaward and will not be reimbursed.	Billing documents absent administrative costs.	Throughout the term of the subaward.	Not applicable.	Not applicable.	Not applicable.
	The Subrecipient agrees to submit any proposed program or budget changes to the Division for review of compliance with federal program requirements. This includes significant changes in program goals and objectives, scope of work, text or content of materials developed with TANF funds.	Final drafts of proposed program or budget changes to include but not limited to program goals and objectives, scope of work, text or content of material developed with TANF funds.	Prior to implementation of change.	Not applicable.	Not applicable.	Any supporting documentation or explanation as requested by the Division.
	The Subrecipient agrees to comply with all federal and state audits as requested.	Documentation of expenditures and back-up for expenditures claimed in accordance with federal and state regulations.	Throughout the term of the subaward and during a period reasonably necessary.	Not applicable.	Not applicable.	Any and all supporting documentation as requested by authorized state or federal personnel.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 3: The Subrecipient shall maintain controls for program funds and provide oversight of the program.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
3.2 Management of Computer and Computer Related Devices purchased with Federal funds from this award, when applicable.	Assessment of cost per unit for all computer(s) and computer-related devices purchased with federal funds awarded through this subaward.	Per 2 CFR Section 200.33, the Subrecipient, cooperation with implementing agencies, shall return computers and computer-related devices purchased by federal program funds received as part of this subaward if the per unit cost is \$5,000 or more.  If the cost of computers and computer-related devices is less than the \$5,000 threshold, the Subrecipient shall keep the computing devices for future use.	Within 30 days of close of subaward.	Washoe County.	Written communication to the Division with backup verification of computer equipment per unit costs and/or return of equipment, when applicable.	Notification to the Division's Eligibility and Payments program staff no later than the close of the subaward, with verification of whether computer and computer-related devices will be returned to the Division or allowed to be used and maintained by the implementing agencies.  In instances where computer and/or computer-related equipment meet the \$5,000 per unit cost requirement, all items must be returned within 30 days of the close of the subaward and prior to final reimbursement of any remaining submitted RFR amounts due.
3.3 Oversight of Inventory Management	The Subrecipient and implementing agencies shall demonstrate appropriate use of federal program funds by maintaining an annual inventory of all computers and computer-related devices purchased with federal program dollars received as a part of this award.	Inventory management to track items purchased with federal funds.	Throughout the term of the subaward and annually for three (3) consecutive award cycles after the end of the subaward period, regardless of if the subaward is renewed.	Washoe County.	Inventory spreadsheet.	Inventory system / spreadsheet including, at a minimum, all equipment purchased with grant funds including make/model, the date purchased, the funding source, the cost, the serial number or other unique identifying number, the physical location and disposition.
	Subrecipient and the implementing agencies shall have a policy in place that tracks and maintains all computers and computer-related devices purchased by federal program dollars received as part of this subaward, including:	Inventory management to track items purchased with federal funds and documented policy for instances of damage.	Throughout the term of the subaward and annually for three (3) consecutive award cycles after the end of the subaward period, regardless of if the subaward is renewed.	Washoe County.	Inventory spreadsheet	Inventory system / spreadsheet including, at a minimum, all equipment purchased with grant funds including make/model, the date purchased, the funding source, the cost, the serial number or other unique identifying number, the physical location and disposition.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

<b>Goal 3: The Subrecipient shall maintain controls for program funds and provide oversight of the program.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
3.3 Oversight of Inventory Management (cont.,)	<p>Requirements and guidelines for employee check-out and return.</p> <p>Outlining which party is responsible for damages.            NOTE: Any damage will not be the responsibility of the Division and must be resolved between the employee, the Subrecipient and the implementing agency.</p>				Written policy on computer check-out/return and damaged equipment.	Written policy including requirements and guidelines for employee check-out and return and for responsible party for damaged equipment.

<b>Goal 4: The Division, will administer program funds, interpret, and properly implement Federal and State regulations, and provide oversight, guidance and technical assistance in relation to the subaward.</b>						
<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
4.1 Provide Program Guidance.	The Division will serve as liaison between the US Department of Health and Human Services (USDHHS), Administration for Children and Families (ACF), and the Subrecipient, pursuant to 45 CFR 263 et seq.	Related correspondence and documentation.	Based on state and federal requirements	Not applicable.	Not applicable.	Publication and submission of the TANF State Plan.
	The Division will maintain eligibility for the maximum allotment of the TANF block grant and submit all required paperwork in accordance with current State and Federal regulations.	Award letter.	On an annual basis.	Not applicable.	Not applicable.	Based on federal budgets as determined on an annual basis.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**Goal 4: The Division, will administer program funds, interpret, and properly implement Federal and State regulations, and provide oversight, guidance and technical assistance in relation to the subaward.**

<b>Objective</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Timeline: Begin-Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
4.1 Provide Program Guidance (cont.,)	Drawdown federal funds to reimburse the Subrecipient for operation of the TANF-funded program, up to the subaward allotment.	Documents and/or correspondence related to drawdown of federal funds.	Within 30 days of receipt of the quarterly claim and all required supporting documentation submitted throughout the term of the subaward billing period.	Not applicable.	Not applicable.	Documents and/or correspondence related to drawdown of federal funds.
	The Division will provide answers to questions related to federal and state statutes and regulations covering program policies and appropriate expenditures.	Documentation and correspondence related to questions and answers surrounding Federal and State statutes and regulations covering program policies and appropriate expenditures.	As needed.	Not applicable.	Not applicable.	Policy and Procedure (P&P) documents, Informational Memos (IMs), emails, telephone calls, teleconferences, and in-person meetings.
	The Division will monitor implementation of the program as required.	Correspondence and related documentation.	Throughout the term of the subaward.	Not applicable.	Not applicable.	TANF policy manual, State Plan, and any other reports or documentation required by the Administration for Children and Families (ACF) or any other interested parties.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**SECTION C**

**Budget and Financial Reporting Requirements**

Any activities performed under this subaward shall acknowledge the funding was provided through the Division by Grant Numbers 2023G996115 and from the *Administration for Children & Families, Temporary Assistance for Needy Families Block Grant*.

Subrecipient agrees to adhere to the following budget:

**Applicant Name: Washoe County Human Services Agency**

**BUDGET NARRATIVE**  
(form revised February 2021)

<b>Total Personnel Costs</b>	including fringe	<b>Total:</b>		<b>\$1,459,075</b>
------------------------------	------------------	---------------	--	--------------------

List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Human Services Case Workers, Investigation Activities	\$1,072,849.00	36.000%	100.000%	12	100.00%	\$1,459,075

Case worker activities include responding to incoming calls, completing investigation reports, providing crisis intervention, and making referrals (element of maintaining EA program services as allowed as direct services). *The total Annual Salary and Fringe Rate for 104 employees are estimates and calculated following a methodology outlined in the Washoe County Human Services Agency Cost Allocation Plan (CAP) Narrative, Fiscal Year 2023, executed April 1, 2024.* All case worker investigation activities are represented in the responses of the random moment in time study. Also outlined in Section B - Scope of Work for this subaward, any supporting documentation of the CAP for quarterly reimbursements includes but is not limited to the payroll earnings breakout reports and any other related documents requested by the Division for verification, etc.

	<b>Total Fringe Cost</b>	<b>\$386,226</b>		<b>Total Salary Cost:</b>		<b>\$1,072,849</b>
	<b>Total Budgeted FTE</b>	<i>See CAP, dated 04/01/2024</i>				

<b>Travel</b>	<b>Total:</b>	<b>\$0</b>
---------------	---------------	------------

<b>Operating</b>	<b>Total:</b>	<b>\$0</b>
------------------	---------------	------------

<b>Equipment</b>	<b>Total:</b>	<b>\$0</b>
------------------	---------------	------------

<b>Contractual</b>	<b>Total:</b>	<b>\$0</b>
--------------------	---------------	------------

<b>Training</b>	<b>Total:</b>	<b>\$0</b>
-----------------	---------------	------------

<b>Other</b>	<b>Total:</b>	<b>\$0</b>
--------------	---------------	------------

<b>TOTAL DIRECT CHARGES</b>	<b>\$1,459,075</b>
-----------------------------	--------------------

<b>Indirect Charges</b>	<b>Indirect Rate:</b>	<b>12.000%</b>	<b>\$128,742</b>
-------------------------	-----------------------	----------------	------------------

**Indirect Methodology:** For FY25, Washoe County has set a Provisional indirect rate of 12% which is lower than the indirect cost rate set in the cost allocation plan for Fiscal Year 2023. Per Washoe County policy, indirect is calculated using only Base Salaries. The total, annual base salary for 104 employees are estimates and calculated following a methodology outlined in the Washoe County Human Services Agency Cost Allocation Plan (CAP) Narrative, Fiscal Year 2023, executed April 1, 2024.

<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$1,587,817</b>
---------------------	---------------	--------------------



**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**Applicant Name: Washoe County Human Services Agency**  
**PROPOSED BUDGET SUMMARY**  
 (form revised February 2021)

**Form 2**

**A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS**

<b>FUNDING SOURCES</b>	<b>Division of Welfare &amp; Supportive Services (Division)</b>	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
SECURED									
<b>ENTER TOTAL REQUEST</b>	\$1,587,817								\$1,587,817

**EXPENSE CATEGORY**

Personnel	\$1,459,075								\$1,459,075
Travel	\$0								\$0
Operating	\$0								\$0
Equipment	\$0								\$0
Contractual/Consultant	\$0								\$0
Training	\$0								\$0
Other Expenses	\$0								\$0
Indirect	\$128,742								\$128,742

<b>TOTAL EXPENSE</b>	\$1,587,817	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,587,817
----------------------	-------------	-----	-----	-----	-----	-----	-----	-----	-------------

<b>These boxes should equal 0</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-----------------------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----

Total Indirect Cost	\$128,742
---------------------	-----------

Total Agency Budget	\$1,587,817
Percent of Subrecipient Budget	100%

**B. Explain any items noted as pending:**

**C. Program Income Calculation:**

Type text here

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

- Department of Health and Human Services policy allows no more than 10% flexibility of the total "not to exceed" amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total "not to exceed" amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Equipment purchased with these funds belongs to the program from which this funding was appropriated and shall be returned to the program upon termination of this agreement. All equipment purchased with these funds is subject to the requirements and conditions set forth in 2CFR200.313 (including, but not limited to, equipment use, maintenance, inventory, management, and/or disposal). All equipment and high-risk items (i.e., cameras, laptops, televisions) must be inventoried annually and made available for review upon request.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).
- *"The program Contract Monitor or Program Manager shall, when federal funding requires a specific match, maintenance of effort (MOE), "in-kind", or earmarking (set-aside) of funds for a specific purpose, have the means necessary to identify that the match, MOE, "in-kind", or earmarking (set-aside) has been accomplished at the end of the grant year. If a specific vendor or subrecipient has been identified in the grant application to achieve part or all of the match, MOE, "in-kind", or earmarking (set-aside), then this shall also be identified in the scope of work as a requirement and a deliverable, including a report of accomplishment at the end of each quarter to document that the match, MOE, "in-kind", or earmarking (set-aside) was achieved. These reports shall be held on file in the program for audit purposes, and shall be furnished as documentation for match, MOE, "in-kind", or earmarking (set-aside) reporting on the Financial Status Report (FSR) 90 days after the end of the grant period."*

**The Subrecipient agrees:**

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.

- Total reimbursement through this subaward will not exceed **\$1,587,817.00**;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Required documents from the Request for Reimbursement (RFR) Workbook; and
- Additional expenditure detail will be provided upon request from the Division.

**Additionally, the Subrecipient agrees to provide:**

- A complete financial accounting of all expenditures to the Division within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any unobligated funds shall be returned to the Division at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the Division may not be able to provide reimbursement.
- If a credit is owed to the Division after the 45-day closing period, the funds must be returned to the Division within 30 days of identification.

**The Division agrees:**

- Identify specific items the program must provide or accomplish to ensure successful completion of this project, such as:
- Providing technical assistance, upon request from the Subrecipient;
- Providing prior approval of reports or documents to be developed;
- Forwarding a report to another party, i.e. CDC.
- The Division reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Division.

**Both parties agree:**

- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- Delinquent, inaccurate and/or incomplete billing claims and requests for reimbursement may be subject to non-payment.
- All reports of expenditures and requests for reimbursement processed by the Division are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Division, State, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

**Financial Reporting Requirements**

- A Request for Reimbursement is due on a quarterly basis, based on the terms of the subaward agreement, no later than the 20<sup>th</sup> of the following month following the quarter expenditures were incurred, with one exception: the RFR for the last quarter of this subaward period must be submitted by the 15<sup>th</sup> of July 2025.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current. Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.

**State of Nevada**  
 Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

Agency Ref. #: TANF2502  
 Budget Account: 3230  
 GL / Category: 8795 / 19  
 Draw #: \_\_\_\_\_

**SECTION D**  
**Request for Reimbursement**

<b>Program Name:</b> Temporary Assistance for Needy Families (TANF) Eligibility and Payments Unit, Division of Welfare and Supportive Services	<b>Subrecipient Name:</b> Washoe County Human Services Agency
<b>Address:</b> 1470 College Parkway Carson City, Nevada 89706	<b>Address:</b> 350 S. Center Street Reno, NV 89501
<b>Subaward Period:</b> July 1, 2024 through June 30, 2025	<b>Subrecipient's:</b> EIN: <u>**-***0138</u> Vendor #: <u>T40283400A</u>
<b>Budget Period:</b> July 01, 2023 through June 30, 2024 July 01, 2024 through June 30, 2025	

**FINANCIAL REPORT AND REQUEST FOR FUNDS**

(must be accompanied by expenditure report/back-up)

Month(s): \_\_\_\_\_ Calendar year: \_\_\_\_\_

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1 Personnel	\$1,459,075.00	\$0.00	\$0.00	\$0.00	\$1,459,075.00	0.0%
2 Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3 Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4 Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5 Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7 Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
8 Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
9 Indirect	\$128,742.00	\$0.00	\$0.00	\$0.00	\$128,742.00	0.0%
<b>Total</b>	<b>\$1,587,817.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,587,817.00</b>	<b>0.0%</b>
<b>MATCH REPORTING</b>						
	Approved Match Budget	Total Prior Reported Match	Current Match Reported*	Year to Date Total	Match Balance	Percent Match Completed
<i>INSERT MONTH/QUARTER</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

I, a duly authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and documentation is correct and that source documentation is maintained.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY - DEPARTMENT OF HEALTH AND HUMAN SERVICE - OFFICE USE ONLY**

Program contact necessary?  Yes  No Contact Person: \_\_\_\_\_

Reason for contact: \_\_\_\_\_

Scope of Work/approval date: \_\_\_\_\_ Signed: \_\_\_\_\_

Fiscal Review/approval date: \_\_\_\_\_ Signed: \_\_\_\_\_

Rvsd 12/2020

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**SECTION E**

**Audit Information Request**

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).
2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year?  YES  NO
3. When does your organization's fiscal year end? June 30  
\_\_\_\_\_
4. What is the official name of your organization? Washoe County  
\_\_\_\_\_
5. How often is your organization audited? Annually  
\_\_\_\_\_
6. When was your last audit performed? July 2023  
\_\_\_\_\_
7. What time-period did your last audit cover? July 1 2022 - June 30, 2023  
\_\_\_\_\_
8. Which accounting firm conducted your last audit? Eide Bailly  
\_\_\_\_\_

**Compliance with this section is acknowledged by signing the subaward cover page of this packet.**

/

**State of Nevada**  
Department of Health and Human Services  
**Division of Welfare and Supportive Services**  
**NOTICE OF SUBAWARD**

**SECTION F**

**Confidentiality Addendum**

BETWEEN

**The Division of Welfare and Supportive Services**  
Hereinafter referred to as "Division"

and

**Washoe County Human Services Agency**  
Hereinafter referred to as "Subrecipient"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Division and Subrecipient.

WHEREAS, Subrecipient may have access, view or be provided information, in conjunction with goods or services provided by Subrecipient to Division that is confidential and must be treated and protected as such.

NOW, THEREFORE, Division and Subrecipient agree as follows:

I. **DEFINITIONS**

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Subrecipient** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. **TERM**

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Division or created by Subrecipient from that confidential information is destroyed or returned, if feasible, to Division pursuant to Clause VI (4).

III. **LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW**

Subrecipient hereby agrees it shall not use or disclose the confidential information provided, viewed, or made available by Division for any purpose other than as permitted by Agreement or required by law.

IV. **PERMITTED USES AND DISCLOSURES OF INFORMATION BY SUBRECIPIENT**

Subrecipient shall be permitted to use and/or disclose information accessed, viewed, or provided from Division for the purpose(s) required in fulfilling its responsibilities under the primary agreement.

V. **USE OR DISCLOSURE OF INFORMATION**

Subrecipient may use information as stipulated in the primary agreement if necessary, for the proper management and administration of Subrecipient; to carry out legal responsibilities of Subrecipient; and to provide data aggregation services relating to the health care operations of Division. Subrecipient may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the agreement to which this Addendum is made a part; or
3. The Subrecipient has obtained written approval from the Division.

VI. **OBLIGATIONS OF SUBRECIPIENT**

1. **Agents and Subcontractors.** Subrecipient shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Subrecipient and are contained in Agreement.
2. **Appropriate Safeguards.** Subrecipient will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Subrecipient will immediately report in writing to Division any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
4. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Subrecipient will return or destroy all confidential information created or received by Subrecipient on behalf of Department. If returning or destroying confidential information at termination of Agreement is not feasible, Subrecipient will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Subrecipient maintains will not be used or disclosed.

**IN WITNESS WHEREOF**, Subrecipient and the Division have agreed to the terms of the above written Addendum as of the effective date of the agreement to which this Addendum is made a part.

**Compliance with this section is acknowledged by signing the subaward cover page of this packet.**